



Town of Buena Vista

P.O. Box 2002

Buena Vista CO 81211

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COMPREHENSIVE SIGN PLAN APPLICATION

Name of Applicant _____

Property Address _____ Phone # _____

Name of Applicant/Authorized Agent: _____

Mailing Address _____ Phone # _____

City _____ State _____ Zip _____

Name of Property Owner(s): _____

Address _____ Phone # _____

City _____ State _____ Zip _____

Zone District _____

(If the Development consists of more than one property owner, list additional information and attach to this application)

_____ New Comprehensive Sign Plan (CSP) _____ Revision to Original CSP

ATTACH THE FOLLOWING FOR REVIEW:

- ☐ Scaled drawing of the approved site plan showing the location of buildings, parking areas, driveways and landscaped areas with distances from property lines clearly shown.
- ☐ Drawing of each building elevation showing existing and/or proposed signage.
- ☐ Lighting method for all signage; or original approved comprehensive sign plan with proposed revision
- ☐ Dimensions or sign area allowance for each individual tenant space

- ☐ Type, number and, size of signage (free standing, monument, projecting, etc.)
- ☐ Written presentation of paint color and materials or samples; or original approved comprehensive sign plan with revision.

Be sure to review the sign allowances attached to this application.

STATEMENT OF CONFORMITY: As undersigned property owner or authorized agent, I am applying for a Comprehensive Sign Plan to be administered by the Town Of Buena Vista. I understand that all signs installed on the above referenced property shall conform to the approved sign plan and that permits will be obtained and inspection performed as required for each sign.

Applicant's Signature _____ Date _____

Owner's Signature _____ Date _____

OFFICE USE ONLY:

Fee Paid (\$50)_____

Date Submitted: _____ Received By: _____

P&Z Date:_____ Approved/Denied/Conditionally Approved (circle one)

Maximum Sign Allowances: In the B-1 zone districts, no use by right on a property shall have more than two signs with a maximum sign area of 40 square feet. In the B-2 and I-1 zone districts, no use by right on a property shall have more than two signs with a maximum sign area of 72 square feet. Variations from these limits may be permitted with the approval of a Comprehensive Sign Plan by the Planning and Zoning Commission.

| Zone District | Sign Type | Number | Area | Height |
|---------------|---|---|---|--|
| B-1 | Wall | 1 per street frontage | 24 square feet | Cannot project above roofline |
| | Projecting | One | 6 square feet | Min. 8 ft. above ground, Max. 11 feet above ground |
| | Awning, Canopy, or Marquee Sign | Counted toward total Wall Sign max. | Counted toward total Wall Sign max. | Min. 8 feet above ground |
| | Portable A-frame, Sandwich Board, Portable Menu Boards, Wheeled Signs | One | 12 sq. ft. (3' x 4') Portable. (excludes structural components) | NA |
| | | | Menu Boards- 20 sq. ft. (4' x 5') | NA |
| B-2, I-1 | Wall | One per street frontage | 24 square feet | Min. 10 feet above ground, Max. 20 feet above ground |
| | Projecting | Not Allowed | Not Allowed | NA |
| | Free Standing | One | 24 square feet | Min. 10 feet above ground, Max. 20 feet above ground |
| | Service Station | One price sign per street front | 9 square feet | NA |
| | | "Self/Full Serve"- One per each pump island | 3 square feet | NA |
| | Awning, Canopy, or Marquee Sign | Counted toward total Wall Sign Max. | Counted toward total Wall Sign Area | Min. 8 feet above ground. |
| | Portable A-frame, Sandwich Board, Portable Menu Boards, Wheeled Signs | One | 12 sq. ft. (3' x 4') Portable (excludes structural components) | NA |
| | | | Menu Boards- 20 sq. ft. (4' x 5') | NA |
| | Drive-Through Menu Boards | One | 20 square feet | 7 feet |
| R-1, R-2, R-3 | Home Occupation Sign | One | 2 square feet | NA |
| | Free Standing | One per Subdivision Entrance | 24 square feet | Min. 10 ft. above ground, Max 20 ft. above ground |